Remote Access Form

The following information is needed to establish remote access to the WinFrame server and your network. This information will be used to create your remote access account and security. This form is to be completed by your network administrator. Your supervisor must authorize this request. Your ID will be set up within 10 working days or less after this form is received by the Help Desk. Your network administrator will be notified when your ID has been activated and will arrange for you to receive the necessary client software and installation instructions. Confirmation will also be sent to the authorizing supervisor. Confirmation of this request initiates billing for the Remote Access connection ($10.00 per month) and the Enterprise WinFrame Application services if requested ($5.00 per month). Questions about completing this form can be directed to the ISD Help Desk at (406) 444-2000 or ZIP! at WINFRAMEUSER. Upon completion send this form to the ISD Help Desk at ZIP! (to WINFRAMEUSER) or via deadhead mail (ISD HELPDESK).

1. **Name:**
   _____

2. **Work phone:**
   _____

3. **Fully qualified Network Login ID (EG. CX9999.ISD.DOA.MT)**

   _____

4. **Preferred server:**
   _____

5. **Preferred tree:**
   _____

6. **ZIPOffice embase:**
   _____

7.   Billable Telephone Extension Number:

_____

(Assessed charges will appear on monthly telephone bill for extension number identified)

8.   Authorizing Supervisor:

Name

_____

Phone

_____

E-mail Address

_____

9.   Enterprise WinFrame Application services needed?   ___YES   ___NO